



Departmental Safety Committees Policy

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1.0 Policy/Procedure

A department safety committee may be established as a management tool to recommend improvements to their specific workplace safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The number of department's safety committee managers and supervisors will not exceed the amount of employees who are not managers or supervisors.

The following departments **shall** establish their own safety committees. Other departments may establish their own safety committees at the Department Director's discretion.

- Department of Social Services
- Sheriff's Office
- Emergency Services
- Health Department
- General Services
- Library

Documentation from the safety meetings must be documented and maintained for not less than three calendar years.

Responsibilities:

The department safety committee will be responsible for:

- Assisting management in communicating procedures for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.
- Assisting management in reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.
- Assisting management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.

- Assisting management in evaluating employee accident and illness prevention programs, and promoting safety and health awareness and coworker participation through continuous improvements to the workplace safety program.
- Participating in safety training and being responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.

Meetings:

Department safety committee meetings are held monthly and more often if needed.

Management will post the minutes of each meeting in a conspicuous place and the minutes will be available to all employees.

All safety committee meeting records will be maintained for not less than three calendar years.